

STATE EMERGENCY RESPONSE COMMISSION  
Meeting Minutes

March 7, 2018

Commissioners

Marjorie Crofts – SERC Co-Chair	George Giles – SERC LEPC City of Wilmington
Monroe Hudson – SERC DSP	Michael Layton – SERC Highway Safety
AJ Schall – SERC DEMA Director	Colin Faulkner - Kent Co LEPC
David Irwin – New Castle County LEPC	Robert Newnam – DSFS
Charles Stevenson – Sussex County LEPC	James Lee – SERC Consignee
Al Johnson – SERC Air Transportation	John Verdi – SERC Chemical Users
Grover Ingle – OSFM	Avery Dalton-SERC Executive Director

*SERC Commissioners unavailable: Robert Coupe – SERC Chair; Col. Nathaniel McQueen SERC; DSP; Brian Wong SERC Shippers; Robert Byrd – Rail Transportation; Jennifer Cohan – DelDot; Bruce Ennis-DVFA; Lynn Krueger - SERC Water Transportation ;Karyl Ratty SERC DHSS; Joe Dipinto - SERC City of Wilm*

Members/Visitors

Robert Phillips – DOJ	Dwayne Day – SERC DelDOT
Jacob Morente – NCC LEPC	Babak Golgolab – Claymont Community
Kris Kline - DSHS	Ken Belmont - DHSS
Patty Smenkowski - DEMA	Marvin Johnson – Eastern Shore Nat. Gas
Brandon Olenik – LEPC KC	Arnie Maas - DAFB
Garland Pennington - DNG	Steve Tull – Chesapeake Utilities
Lisa Dunaway -DHS	Patrick Lee – Sharp Energy
John Trunzo – DNG	

Meeting called to order at 9:00 a.m. by SERC Co-Chair Marjorie Croft.

December 13, 2017 minutes were approved as written following a motion by Marjorie Croft and seconded by Mr. Faulkner. All approved.

SERC Committee members presented their reports that are attached in the following pages.

**STANDING COMMITTEE REPORTS:**

# Finance and Budget Report

Summary of SERC finances as of 2/23/2018

## STATE EMERGENCY RESPONSE COMMISSION FINANCE AND BUDGET COMMITTEE RECOMMENDATIONS FOR FY 18 BUDGET

*February 23, 2018*

### Members

Robert P. Newnam - Sen. Bruce Ennis - Robert Pritchett - Avery Dalton – John Verdi

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The February 23, 2018, meeting of the State Emergency Response Commission Finance and Budget Committee was called to order at 1000 by the Chairman Robert P. Newnam. The attendees were introduced and a quorum was present. The meeting included the review of the requests for LEPC, DECON and IT funding for FY19.

The Committee used the “Finance Committee Guidelines for Budget Requests” to review the budgets separately, comparing each to the previous year’s budget.

The requested budget item categories were discussed. The Budget Committee agreed to maintain the caps of the allowable costs in several categories adopted in 2016. Travel costs were capped at \$1,000.00, per LEPC. Office Supplies and Equipment categories were capped at \$500.00 each, unless there was a specific need identified by the LEPC. The Information Management category was not capped because the costs were consistent across the various LEPCs. The Budget Committee restricted the use of funding for vehicle insurance costs. The Committee agreed that LEPC’s use other funding sources including HMEP Grant for attending conferences.

The following are SERC Finance and Budget Committee recommendations for the Fiscal Year 2019 budget.

1. The City of Wilmington Local Emergency Planning Committee (LEPC) requested \$62,758.99. There was no carryover from last year. With a reduction in Supplies and Conference/Seminar to the Committee recommends approving **\$61,858.99** for the City of Wilmington LEPC Budget.
2. The New Castle County LEPC requested \$87,091.00. There is a projected \$4,000.00 carryover from previous year. With a reduction in equipment and less the carryover the Committee recommends funding of **\$82,791.00** for the NCC LEPC Budget.

3. The Kent County LEPC requested \$77,800.00. There is no carryover from last year. With a reduction in Salary, Travel, Conference/seminar and Professional services the Committee recommends funding of **\$66,466.00** for the Kent County LEPC Budget.

4. The Sussex County LEPC requested \$71,552.06. There was no carryover from last year. With a reduction in Salary the Committee recommends approving **\$69,194.67** for the Sussex County LEPC Budget.

5. The Decon Trailer Committee is requesting funds for the replenishing of the Maintenance and Equipment Account for FY19 of 10,000.00. The Decon Trailer Replacement Account, the committee recommends that a total of **\$50,000.00** be placed into the account. Additionally, the Committee recommends that interest from the Fee Holding Account be automatically transferred to the Decon Trailer Replacement Account on a yearly basis.

6. The Information and Technology Committee requests **\$28,274.00**, to include continued support for annual maintenance/support for the Tier II Manager System. With a reduction of allocation to the reserve account to 7,000.00 the Committee recommends approval of 25,274.00.

7. The Department of Natural Resources and Environmental Control requests \$15,300.00, to support leasing office space for the EPCRA program. The Committee recommends approval of the requested amount.

## **STATE EMERGENCY RESPONSE COMMISSION FINANCE AND BUDGET COMMITTEE RECOMMENDATIONS FOR LEPC PERFORMANCE REVIEWS**

*February 23, 2018*

### **Members**

Robert P. Newnam - Sen. Bruce Ennis - Robert Pritchett - Avery Dalton – John Verdi

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SERC Finance Committee is assigned the duty and responsibility for overseeing the various entities ensuring the proper allocation of funds for appropriate operations related to the work of the State Emergency Response Commission. Yearly the SERC Finance Committee receives requests for funding from the various Local Emergency Planning Committees that include a Performance Review from the previous year. The members of the SERC Finance Committee understands that these reports were developed to provide a uniform report to show the status of the LEPCs. A review the submitted reports in 2018 for FY17 indicate the following;

- Number of EPCRA facilities within:  
City of Wilmington - 14, New Castle - 882, Kent - 500, Sussex - 784
- Number of ARP facilities within:

City of Wilmington - 0, New Castle - 28, Kent - 35, Sussex – 47

- Conduct LEPC meetings as prescribed by LEPC by-laws.  
City of Wilmington - 6, New Castle - 6, Kent - 6, Sussex – 6
- Provide SERC with copies of the minutes  
City of Wilmington - yes, New Castle - yes, Kent - yes, Sussex - yes
- Estimated average attendance at LEPC meetings  
City of Wilmington - 12, New Castle - 25, Kent - 21, Sussex - 22
- Review LEPC plans annually – Last review  
City of Wilmington - 2017, New Castle – June 2017, Kent – December 2017, Sussex - June 2017
- Last update of LEPC plan  
City of Wilmington - 2017 New Castle – June 2017, Kent – December 2017, Sussex - June 2017
- Conduct, coordinate or participate in a full-scale drill, tabletop exercise or incident critique.  
City of Wilmington (2) April, July, New Castle, (3) Nov, Oct, Oct Kent (2) Sept. Nov, Sussex (1) April
- Facility audits in 2017  
City of Wilmington (0), New Castle - 11, Kent - 6, Sussex - 10
- Request Accidental Release Prevention Group (ARPG) (yes-no, how many)  
City of Wilmington - no, New Castle - no, Kent – yes (2), Sussex – no
- Did you accompany the ARPG on any facility audits (yes-no, how many)  
City of Wilmington - no, New Castle – no, Kent- yes (2), Sussex – no
- Met with responders to identify concerns and review response status.  
City of Wilmington (4), New Castle (3), Kent (8), Sussex (7)
- Prepared and submitted an Annual LEPC Budget and Work Plan (yes-no)  
City of Wilmington - yes, New Castle - yes, Kent - yes, Sussex – yes
- Attend SERC meetings and provide activity reports.  
City of Wilmington - yes, New Castle - yes, Kent- yes, Sussex – yes
- Discuss site-security with any facilities.  
City of Wilmington - yes, New Castle - yes, Kent - yes, Sussex - yes
- Discuss terrorism with facilities.  
City of Wilmington - yes, New Castle - yes, Kent - yes, Sussex - yes

- Discuss DENS with facilities.  
City of Wilmington - yes, New Castle - yes, Kent - yes, Sussex – yes
- Publicize and promote improvement in the Emergency Response System.  
City of Wilmington - yes, New Castle - no, Kent - yes, Sussex – no
- Numerous comments on outreach activities.

### Recommendations

The SERC Finance Committee on behalf of the SERC in utilizing the established guidelines to ensure the reasonable operational budgets for the LEPCs and that the submitted LEPCs work plans meet State and Federal guidelines and requirements. This is paramount with the current and projected funding allocations.

The Finance Committee will be reviewing the current LEPC Performance Review reporting requirements for updates and revisions. The Committee working with the LEPCs will provide recommendations to the SERC September 2018 for implementation by the FY20 Budget year. This update will assist and provide guidance to both the entities and the Committee in arriving at reasonable budgets; and provide a mechanism for securing supporting information that will be useful in ensuring the continued operations of the four LEPCs.

The Finance Committee recommends that the SERC task the Planning and Training Sub-Committee to develop a Handbook for the operational expectations of Delaware's LEPCs.

If the SERC feels that this action should be completed by another committee we have no objection. We do feel however that a handbook would be in the best interest for the continued successfully operation of the LEPCs.

The meeting adjourned at 1115.

### **\*End of Finance and Budget Report\***

### **Information and Technology Report – Mr. Irwin**

No Report

### **End of Information and Technology Report\***

### **SERC Planning & Training Committee Report – Director Schall** **State Emergency Response Commission (SERC)**

**Planning & Training Committee Meeting**  
**Meeting Minutes for February 15, 2018**  
**Prepared on February 20, 2018**

The SERC Planning & Training Committee meeting was held on February 15, 2018 at the DEMA State EOC.

*Minutes for the meeting are as follows:*

Attendees: AJ Schall (DEMA), Chris Murtha (DEMA), Mark Dolan (DNREC), David Irwin (New Castle County LEPC), Charles Stevenson (Sussex County LEPC), Robert Newnam (DSFS), Patty Smenkowski (DEMA), George Giles (City of Wilmington LEPC), Dwayne Daye (DelDOT), Betty Decker (DPH), Will Hayes (DEMA), Patty Smenkowski (DEMA)

A quorum was established.

Planning and Training Committee Chair AJ Schall called the meeting to order at 9:02.

**Old Business:**

**Approval of November 16, 2017 Planning & Training Sub-Committee Meeting**

Mr. Giles motioned to approve the minutes of the last Planning & Training Sub-Committee Meeting on November 16, 2017. Mr. Irwin seconded the motion. All approved.

**HMEP Grant - Will Hayes reported for Avery Dalton, who was away on Military Leave.**

Mr. Hayes briefed, Delaware was awarded \$106,804.00 for FY18. One invoice for the DSFS, first quarter has been submitted and is being processed.

Avery emailed out HMEP Quarterly reports on January 26<sup>th</sup> and February 5<sup>th</sup> for each sub-recipient. This reporting for each quarter of the HMEP grant year.

**11<sup>th</sup> Hazmat Training Workshop Report – Mr. Irwin**

Mr. Irwin briefed, the 11<sup>th</sup> Annual Hazmat workshop will be on May 7 & 8 at the Delaware State Fire School. We have gotten all the information from the presenters and are having our committee meeting this afternoon. If we get a quorum this afternoon and everyone approves the programs we will send it out tomorrow. Mill Creek has done a fine job on getting us sponsors. Everything is on schedule. Director Schall announced that Secretary Coupe will be out of town and he will be filling in at the workshop in his absence.

**New Business:**

**Approval of the SERC Committee Agenda**

Mr. Hayes asked if everyone has reviewed the agenda for the SERC quarterly meeting will be held on March 7, 2018. He stated, Chesapeake is scheduled to demonstrate their natural gas systems training trailer. A bay has been reserved for us at the Fire School. Also, the budget is scheduled to be discussed and approved.

Mr. Giles made motion to accept the agenda as submitted and written for the March 7, 2018, SERC Committee Meeting. Mr. Dolan seconded the motion. All approved.

### **SERT Plan – Tabletop Exercise September 2018**

MR. Hayes briefed, there will be a tabletop exercise to test the recent SERT Plan revisions will be completed in September. Approximately, \$16,000.00 was carried over from the previous HMEP grant year. This funding was combined with other grant funds to complete the radiological transportation exercise.

Mr. Giles made motion to approve the tabletop exercise in September, exact date to be determined. Mr. Newnam seconded. All approved.

### **Future dates for Wilmington – Mr. Giles**

Mr. Giles briefed, DuPont is planning a tabletop exercise on chlorine tank car leak. New Castle and Wilmington will be involved in the exercise.

Wilmington Hospital on March 15<sup>th</sup> is having an Ebola event. It will be a full scale exercise. It will be a training exercise for emergency responders to protect themselves.

### **Motion to Adjourn:**

Mr. Newnam made motion to adjourn. Mr. Giles seconded the motion. All approved.

### **Meeting Minutes:**

Minutes were taken by Ms. Patty Smenkowski, and transcribed to this document by Mr. Avery Dalton, SERC Executive Director, on February 19, 2018.

Draft minutes were posted to the State Public Calendar on February 20, 2018.

Minutes approved by Director AJ Schall, Chair for the SERC Planning and Training Committee.

Signed: \_\_\_\_\_  
AJ Schall, Chair for the SERC Planning and Training Committee

### **End of SERC Planning & Training Committee Report\***

### **New Castle County LEPC REPORT - Mr. Irwin**

**LEPC for New Castle County  
SERC Report  
December 14<sup>th</sup>, 2017 – March 8<sup>th</sup>, 2018**

LEPC Meeting:

There has been one LEPC meeting since the December 13<sup>th</sup> SERC meeting:

The January 22<sup>nd</sup>, 2018 meeting was held after the January 8<sup>th</sup> meeting was re-scheduled due to weather. This meeting was hosted by the Rogers, Corporation (Bear) and held at the Delaware State Fire School, New Castle Division. A total of 30 individuals attended the meeting.

Highlights:

- Committee Reports

- Finance - Chairman Irwin reported on finances since the November 11<sup>th</sup>, 2017 LEPC meeting.

Budget balance as of November 1, 2017	\$59,833.64
Expenses:	
Post Office Box	\$ 134.00
NCCIHMRA - Training Support	\$ 120.00
<u>LEPC Staff Fees (November &amp; December)</u>	<u>\$13,333.34</u>
Total Expenses	\$13,587.34
Balance as of January 1st, 2018	\$46,246.27

- I.T. - Chairman Bill McCracken read Information Technology Committee report. - IDSI has completed the #72 update to Tier 11 Manager. Facilities reporting has started and is going well.
- DECON - Chairman Joe Leonetti reported the Decon Team had no incidents to report.
- Training - Chairman Mark Dolan reported The New Castle County Industrial Hazardous Materials Response Alliance Training Committee did not conduct any training sessions between the November 13th, 2017 and the January 22nd, 2018 LEPC for NCC meetings.

The NCCIHMRA Training Committee has the following training sessions planned for the CY2018 NCCIHMRA Training Schedule:

- “Decon 101 Evolutions” with the New Castle County Special Operations Hazardous Materials Decontamination Team, Belvedere Hazmat 30 and DNREC Emergency Response Team plus Delaware State Fire School administered Draeger SCBA Respirator Fit Testing held at the Mill Creek Fire Company’s Old Fire Station 21 (3900 Kirkwood Highway) on Tuesday evening, February 20th, from 5:30 pm to 9:00 pm (3.5 hrs);
- Safe Transportation Training Specialists (STTS Instructors Dave Wolfe and Michael Moore) “High Pressure Tank Trailers” emergency response workshop with training prop replicas conducted at the Elsmere Fire Station 16 on Friday, April 13th & repeated on Saturday, April 14th, from 8:00 am to 4:30 pm (8 hrs);
- Eleventh Annual Delaware Hazardous Materials Training Workshop hosted by the Delaware State Fire School’s Dover Center on Friday, May 11th & Saturday, May 12<sup>th</sup>, from 8:00 am to 5:00 pm (8 hrs);
- Chemically Speaking Instructor Eugene Ngai’s “Responding to Transportation Incidents Involving Pyrophoric Gases/Liquids or Dangerous When Wet Materials” course with field demonstrations conducted at the Delaware State Fire School’s New Castle Center on Wednesday evening, June 6th from 5:30 pm to 9:30 (4 hrs);



- NCCIHMRMRA Instructor Darryl Meade's "Scintillating Screwy-Louie Hazmat Field Drill" on Wednesday evening, September 5th held at the Delaware State Fire School's New Castle Center from 5:30 pm to 9:00 pm (3.5 hrs);

- Seventeenth Annual Planning & Training Meeting hosted by the Elsmere Fire Company at Fire Station 16 on Wednesday evening, November 7th.

- Transportation: *No report*. Chairman Al Stein resigned due to health concerns. The LEPC is looking for someone to take over the Transportation Committee.

LEPC Staff Performance:

David Irwin - Chairman

Activity Report – Items Accomplished November 13, 2017 – January 8, 2018

**SERC Activities:**

- Represented the LEPC at the December 13<sup>th</sup> SERC meeting
- Prepared and submitted in a timely manner the LEPC Quarterly Performance Report
- Prepared and submitted in a timely manner the SERC Information & Technology Performance Report
- Developed FY 2019 LEPC budget
- Developed FY 2019 LEPC Work Plan
- Facilitated two 11<sup>th</sup> Annual HazMat Training Workshop Planning Committee meetings (11/28, 1/3)
- Represented the LEPC at the SERC Planning & Training Committee Meeting (11/16)

**Emergency Response Plan Reviews and Facility Visits:**

- No Activity this period

**Exercise Status:**

- Participated as an evaluator for the DuPont Chestnut Run Plaza Full Scale Emergency Response exercise (11/15)

**NCCIHMRMRA:**

- No Activity this period

**Outreach Initiatives:**

- Represented the LEPC for NCC at the Kent County (11/14) LEPC meetings.
- Represented LEPC at five (5) CAP meetings, Croda ((12/6), Delaware City Refining (11/14, 12/12), Dupont/FMC (11/29) and Solvay Newark (11/15)

Invited to participate as a member of the Solvay Newark CAP

**Additional Activities:**

- Reviewed July 2016 to June 2017 LEPC meeting attendance and developed 2018/2019 LEPC voting/non-voting membership list for membership/SERC approval
- Developed new LEPC meeting sign-in sheet
- Requested and documented 2018 HazMat Workshop presenter bios and session descriptions
- Sent letter to PHMSA Administrator to request PHMSA participation in 2018 Workshop
- Documented one Hazardous Material reportable release reports in accordance with EPA regulations

- Served as a subject matter expert to two companies

Jacob Morente – Vice Chairman

Activity Report January 22<sup>nd</sup>, 2018 (rescheduled from 1/8/18)

**SERC & Tier II:**

11/13/2017	Record minutes at the LEPC for NCC's September meeting at the Delaware State Fire School, New Castle division. Prepared minutes and distributed to email list.
11/20/2017	Follow up emails to remaining NCC Fire Chief and their designee asking to meet to conduct Tier II Manager Orientation & Access Training
12/3/2017	Follow up emails to remaining NCC Fire Chief and their designee asking to meet to conduct Tier II Manager Orientation & Access Training
12/13/2017	Attended quarterly SERC Meeting, D.S.F.S. Dover, DE

**Site Assessments & Plan Reviews:** (2 facility visit conducted this period)

12/12/2017	BASF (Newport)	3 suggestions/recommendations
12/19/2017	Middletown Water Treatment (Middletown)	

**Outreach:**

1/4/2018	Provided contacts and introductions between Talleyville Fire Co and Advanced Materials Technology of north Wilmington
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**Fire Service Liaison:**

11/29/2017	Provided Tier II Manager orientation and access training to Brandywine Hundred Fire Company (Sta. 11) Chief and Deputy Chief
12/12/2017	Provided Tier II Manager orientation and access training to Belvedere Fire Company (Sta. 30) Chief and Deputy Chief
12/14/2017	Attended NCC Fire Firefighter's Association meeting at Minquadales Fire Co
12/18/2017	Provided Tier II Manager orientation and access training to Elsmere Fire Company (Sta. 16) Chief
12/30/2017	Provided Tier II Manager orientation and access training to Talleyville Fire Company (Sta. 25) Assistant Chief
1/11/2018	Attended NCC Fire Chief's & Firefighter's Assoc. meeting at Claymont Fire Co
1/19/2018	Provided Tier II Manager orientation and access training to Volunteer Hose of Middletown (Fire Co – Sta. 27) Assistant Chief
1/19/2018	Provided Tier II Manager orientation and access training to Delaware City Fire Company (Sta. 15) Chief and Assistant Chief

Completed Tier II Manager orientation and access training to 16 of 21 NCC Fire Companies

**NCCIHMRMRA & Training:**

11/28/2017	Participated, recorded and distributed minutes for the 11 <sup>th</sup> Annual Hazardous Materials Training Workshop planning meeting #4, Delaware State Fire School, New Castle
1/3/2018	Participated, recorded and distributed minutes for the 11 <sup>th</sup> Annual Hazardous Materials Training Workshop planning meeting #5, Delaware State Fire School, New Castle

**End of New Castle County LEPC REPORT\***

## **CITY OF WILMINGTON LEPC REPORT - Mr. GILES**

CITY OF WILMINGTON  
OFFICE OF EMERGENCY MANAGEMENT  
WILMINGTON, DELAWARE

### **MEMORANDUM**

TO: SERC

FROM: George B. Giles  
Wilmington Support Staff

DATE: January 15, 2018

RE: Wilmington LEPC Report  
Meeting Notes:

There was not a meeting Jan 12<sup>th</sup>, 2018 with only five members in attendance.

-FY 17 budget in process as of July 2017.

HMEP grants FY 15 in progress used for training. This is a 3 year grant process now.

We will be using some of this money for our EHS inspections.

#### HAZMAT RESPONSES –

There have no incidents to report.

#### TRAINING-

-No training exercises this period.

#### EXERCISE STATUS -

- Continue to review all previous drills to address corrective actions.

#### PLANNING & OUTREACH –

- Continue teaching an all hazards approach to citizens, community groups,

#### HAZARDOUS SUBSTANCE AND HAZARDOUS MATERIAL PLAN-

-Wilmington's plan is updated. We review the plan periodically and if a question comes up it is reviewed to update.

#### EHS SITE INSPECTIONS—

- Inspections in the planning process.

Next meeting is on March 9, 2018, in the Emergency Operations Center.

**\*END OF City of Wilmington LEPC REPORT\***

## **Kent County LEPC REPORT** - Colin Faulkner

### **March 14, 2018**

A report on the Kent County LEPC Activities:

#### **Meeting Notes:**

Since the last SERC Meeting on December 13, 2017, the Kent County LEPC met two times. Once on January 9, 2018 at 9:00 AM at the Delaware State Fire School and once on March 13, 2018 at 10:00 AM at the Kent County Department of Public Safety Complex. There were 12 members present in January. The March 13th meeting will be reported on in a future report. Updates were provided on the following issues.

- DECON/HAZMAT/SPEC OPS
- Tier II Manager System
- DEMA/HMEP Grant
- Facility Inspections
- Exercise Program
- Statewide HAZMAT Workshop
- Kent County LEPC and EOC activities

#### **DECON / HAZMAT / SPEC OPS Responses:**

The Kent County DECON Team has made a total of 5 responses since the last SERC meeting.

- 1/12/18 – Meth Lab in Clayton
- 1/20/18 – Propane Tractor Trailer Accident w/o Harrington (cancelled)
- 1/22/18 – Meth Lab n/o Felton
- 2/01/18 – Commercial fire w/ HAZMAT s/o Camden (cancelled)
- 2/24/18 – HAZMAT response w/Dover Fire Dept. for chemicals downthe drain.

#### **Tier II Manager System:**

Bill Davis provided updates on the Tier II System:

- Software update in December addressed fee increase and several otherupdates.
- Annual reports are being submitted with due date of March 1, 2018.
- Annual workshops were addressed.
- 72 more reports in RY16 then same time in RY15

#### **H.**

#### **DEMA / HMEP Grant:**

Avery Dalton submitted report for DEMA updates and HMEP Grant

- \$16,000 was carried over from last year's HMEP grant for a TTX in September.
- SERT Contingency Plan was distributed in November
- Exercises coming up in May 2018 (Hurricane and REP)

#### **Facility Inspections:**

The following facility inspections have been conducted:

- No inspections completed this period.

**Exercise Program:**

Kent County Department of Public Safety is currently working with the State's contractor to develop a 3 year exercise plan. Items of interest are as follows:

- DHCI TTX on March 12, 2018
- REP Exercise on March 27, 2018
- Dover Downs TTX on April 18, 2018
- NLE Hurricane Exercise from May 2, 2018 to May 9, 2018
- FS REP Exercise on May 22, 2018

**Statewide HAZMAT Workshop:**

Dave Irwin reported on the Statewide HAZMAT Workshop:

- No Report

**Kent County LEPC and EOC Activities:**

The Kent County LEPC and Emergency Management Division have conducted the following activities:

- No new EPCRA 304 notifications since the last SERC meeting.
- LEPC Budget finalized and sent to SERC Finance Committee.
- Tier II Workshops held at DSFS.
- Continue to plan and prepare for REP exercise.

**Next Kent County LEPC Meeting:**

The next Kent County LEPC Meeting will be held on May 9, 2018 @ 1000 at the Kent County Dept. of Public Safety.

Respectfully Submitted,

Brandon Olenik

Kent County LEPC

**\*END OF Kent County LEPC REPORT\***

**Sussex County LEPC REPORT** - Mr. Stevenson

**SUSSEX COUNTY LEPC**

**SERC REPORT**

**March 7, 2018**

**Meetings**

There has been one LEPC meeting since the last SERC meeting.

## **January 11<sup>th</sup> Meeting-**

There were 27 members/guests in attendance.

Topics covered:

### **-Bill Davis from the DNREC-EPCRA program**

#### **EPCRA Reporting Program LEPC Report – January 2018**

- In December, *Tier II Manager*<sup>™</sup> software update #72 was put online to address the fee increase, GIS-related changes, and other issues that were identified in the planning module.
- Annual Hazardous Chemical Inventory ("Tier II") reports for 2017 (due with fees by March 1st) have begun to be submitted.
- Multiple emails have been sent to facility regulatory point of contacts advertising the workshops and highlighting the major changes for this year:

#### **THREE IMPORTANT CHANGES FOR THIS YEAR'S REPORT**

(1) Our office mailing address has changed. All correspondence, including fee payment checks, should be addressed to:

EPCRA Reporting Program, DNREC  
155 Commerce Way, Suite B  
Dover, DE 19904

(2) The EPA has adopted hazard classes based upon OSHA's *Globally Harmonized System of Classification and Labeling of Chemicals* (GHS). Where previously you have selected from 5 hazard classes, there will now be 24. This will require a review of the hazards as described in the Safety Data Sheet (SDS, or previously called "MSDS"), and the hazard class information to be re-entered for the 2017 reporting year.

Note, that if you are a frequent user of *TIER II MANAGER*<sup>™</sup>, your web browser *might* retain previous webpage formatting codes, and the new 24 hazard classes will appear as a continuous horizontal line in the report (which is undesirable). To view the hazard classes in clean columns (as intended), a "*forced refresh*" will be needed; hit "Control F5" for Microsoft computers or "Command R" for Macs.

(3) Fees for reporting year 2017 have been increased \$20 per chemical for both *extremely hazardous substances* (\$100) and *hazardous chemicals* (\$60).

- January Workshops - The 3-hour workshops will demonstrate the online system and review the chemical inventory reporting requirements in general. Of special interest, 3 workshops will have a bonus presentation by OSHA regarding Safety Data Sheets and the hazard classes. Registration is required, and sessions

will begin at 9:00 am (registration 8:45). Class size is limited, so early registration is encouraged. Workshop dates/locations are as follows:

Date	Day	Location
1/9	Tuesday	Dover Fire School Joint session with Kent LEPC meeting
1/11	Thursday	Georgetown Fire School Joint session with Sussex LEPC meeting
1/16	Tuesday	New Castle Fire School
1/18	Thursday	Dover Fire School <i>Bonus OSHA Presentation</i>
1/23	Tuesday	Georgetown Fire School <i>Bonus OSHA Presentation</i>
1/25	Thursday	New Castle DNREC Lukens Drive <i>Bonus OSHA Presentation</i>

The presentations have been posted on the SERC webpage:

<http://www.dnrec.delaware.gov/SERC/Services/Pages/DownloadFormsorSoftware.aspx>

- Reporting Status:

Reporting Year 2016 EPCRA 312 (Tier II) Reports  
(LEPC designations as reported by the Facility)

1/5/18	
2184	State Total
754	Sussex
472	Kent
823	New Castle
135	Wilmington

72 more reports have been submitted for RY2016 versus RY2015 by this time last year.

**DEMA UPDATES- Avery Dalton –**

Recent Meetings for the SERC

SERC Quarterly meeting was held on December 13, 2017. Stan Carpenter and Steve Barnes briefed the SERC on The Colonial Pipeline Company's emergency plans and operational procedures.

SERC Planning & Training Committee meeting was held on November 16, 2017.

### Upcoming Meetings for the SERC

SERC Quarterly meeting will be held on March 7, 2018. The budget is scheduled to be discussed and approved. Chesapeake is scheduled to demonstrate their training trailer.

### HMEP Grant

FY17 grant closed for this fiscal year on September 30<sup>th</sup>. Approximately \$16,000.00 dollars was carried over to this year for a Hazmat tabletop exercise in September. A tabletop exercise is planned for September of 2018 and a functional exercise is planned for 2019.

2017-2018 - current balance for FY18 grant starting on October 1<sup>st</sup>, is \$106,804.00. No invoices have been submitted to date.

### Past Events

#### SERT Plan - Oil and Hazardous Substance Incident Contingency Plan

The SERT Plan was delivered on November 14<sup>th</sup> and was distributed to the DSFS for the Fire Companies and to several state agencies. A password secure PDF version of the plan was also provided to the SERC, LEPCs, and Fire Chiefs.

#### Chemical Safety & Security Workshop – November 1st

The workshop was very successful and well received. There were 151 attendees, not counting the presenters. We appreciate everyone who helped with donations and support. Per Lisa Dunaway

### Upcoming Events for DEMA

#### REP Exercise 5/22/2018

DEMA's Radiological Emergency Program will have a graded exercise on May 22<sup>nd</sup>. There will also be several out of sequence graded drills prior to the May exercise. These drills will cover Emergency Worker evacuation, decontamination, and medical treatment, and DNG operated Reception Centers for evacuees.

#### Regional Hurricane Exercise 5/2/2018 to 5/9/2018

May 2-9, 2018 – DEMA will participate in a regional hurricane exercise. More information to follow.

#### SERT Plan – Tabletop Exercise September 2018

A tabletop exercise to test the recent SERT plan revisions will be completed in September. Approximately \$16,000.00 was carried over from the previous HMEP grant year. This funding will be combined with other grant funds to complete the radiological transportation exercise.



**PRESENTATIONS:**

Bill Davis of DNREC-EPCRA presented one of the Annual Tier II training workshops for Sussex County facilities.

***Facility Visits***

There have been no facility visits since the last SERC meeting.

**HazMat Plan Status**

The yearly review of the Sussex County HAZMAT Response Plan was completed in June of 2017.

**Exercise Status**

The Sussex County LEPC participated in two exercises:

- Sussex County Water Contamination Exercise on January 17
- Sussex County Active Shooter/MCI Exercise on February 27

**HazMat Incidents**

In the fourth quarter of 2017, there were 25 incidents reported.

**Comments**

Other LEPC activities include:

- Attended Kent County LEPC Meeting on January 9
- Attended New Castle County LEPC Meeting on January 22
- Attended the IPM for NLE Atlantic Fury on February 1
- Attended SERC Planning & Training Committee meeting on February 15

The next Sussex County LEPC meeting is scheduled for 10 a.m. on March 8, 2018 at the Delaware State Fire School-Sussex Division.

***\*End of Sussex County Report\****

**DNREC Report – Marjorie Croft**



On December 4, 2017 a propane distributor had loaded a MC-331 tank trailer at Sunoco Logistics in Marcus Hook, Pa. While turning onto westbound Naamans Road from southbound Philadelphia Pike, the driver failed to negotiate the turn and overturned onto the driver's side of the vehicle. The propane tank trailer was not leaking as a result of the accident. However, it was decided to off-load the tank trailer into propane bobtail trucks provided by the responsible party prior to the wrecking company up righting the truck. After some off-loading difficulties due to the 30 + year age of the propane trailer, the 4 bobtail trucks were filled. However, there was still some propane remaining in the tank trailer. After the tank trailer was up righted, it was decided to flare off the remaining contents due to the damage which had occurred to the tank trailer. The DNREC 2 inch propane flare was erected and the remaining propane contents were successfully flared off as a liquid propane flare.



On January 30, 2018 while enroute on his deliveries, a heating fuel truck driver drifted onto the soft shoulder of West Church Road in a residential neighborhood. He was unable to successfully correct his error and struck and knocked down a wooden power pole. The truck came to rest on the driver's side blocking the road. Delmarva Power had to deenergize the electrical line resulting in the loss of power to approximately 180 homes on a cold snowy day. A contractor was hired to assist with the transfer of the approximately 3,000 gallons of heating fuel onboard because HazMat 30 was down for maintenance.

DNREC personnel drilled 2 x 4 inch holes into the side of the cargo tank to access the 2 tank compartments. After some equipment freezing issues due to the cold, the heating fuel was successfully transferred into an empty heating fuel truck provided by the responsible party. The truck was then successfully removed by the wrecking company and the spilled vehicle fluids were removed from the roadway.



On January 25, 2018 the DNREC Emergency Response Team responded to a spill of methyl ethyl ketone (MEK) that occurred when a disposal company was picking up drums of MEK for proper disposal. When DNREC personnel arrived, a large purple puddle was present underneath the truck. Facility personnel informed DNREC that they use MEK to clean printing equipment, and then ship the used MEK for disposal. The driver of the disposal truck had overpacked the leaking drum in a salvage drum when he discovered the leak. DNREC staff reviewed the driver's manifests to ensure that there were no issues with chemical incompatibility and used the PID on a Multi-RAE Pro, zeroed to ambient conditions, to assess the interior of the truck for elevated VOC readings. Readings were 2 ppm their highest. The responsible party activated their response contractor, who used oil dry to pick up the MEK outside of the truck. They donned Level C PPE and continued using oil dry and rags to clean up the inside of the truck. They removed all containers and equipment with MEK present underneath to ensure a complete clean-up of both the containers and the truck interior.



#### Delaware Park Drive Car Crash 180219-01-P-P-N

On February 19, 2018 the DNREC Emergency Response Team responded to the scene of a car crash that had occurred the night before. It appeared that the driver had struck the bridge on Delaware Park Drive that crosses White Clay Creek. The force of the impact ejected the engine block into the creek. Due to safety concerns, it was not retrieved that night. DNREC personnel arrived and determined that a rotating heavy wrecker would be necessary to hoist the engine block from the middle of the creek. At that time, there was no sheen coming from the engine.

While waiting for the towing company, Delaware Park staff secured a high voltage line that runs through a damaged conduit on the bridge, both of which were damaged in the crash. DNREC staff strung together five sections of oil-only absorbent boom and encircled the downstream side of the engine. Once the engine had been hoisted and loaded onto a rollback wrecker, they recovered the boom and properly disposed of it.



On January 20, 2018 an MC331 propane trailer was being backed into a bulk propane yard on Vernon Road in Harrington, DE when the driver backed the trailer into a deep roadside ditch. As the driver was attempting to pull the trailer out of the ditch, a vehicle traveling east bound on Vernon Road collided with the tanker trailer directly on the piping assembly, causing the release of an unknown amount of propane. Fortunately the internal valves set on the trailer, limiting the release of the propane. Subsequent monitoring of the low-lying areas adjacent to the incident site indicated the propane had dissipated, allowing the on-site tow company to eventually remove the truck from the ditch. As the truck was not leaking, the decision was made to park the vehicle in the propane bulk yard in order to perform a more thorough damage assessment and off-load during daylight hours. The additional damage assessment performed the following day indicated damage to the vehicle's piping assembly that warranted repair. The discharge pump piping assembly was replaced and the contents of the trailer were successfully offloaded without issue.



#### Merion Road Residential AST #2 Heating Oil Spill

On January 16, 2018 a 275-gallon aboveground storage tank (AST) located in the basement of a residence on Merion Road in Dover, DE developed a corrosion hole on the bottom of the tank, releasing approximately 200-gallons of #2 heating oil. An unknown amount of oil subsequently entered the basement sump pump, and was discharged into a drainage ditch adjacent to the

residence. Responding DNREC-ERT units observed numerous areas of the ditch with #2 heating oil floating on top of the water at the time of their arrival at the incident site. Petroleum absorbents were used to recover as much of this material as possible. It was determined that an unknown amount of #2 heating oil was entrained under the slab of the basement floor, and was slowly being discharged to the ditch by the sump pump system. In order to move the free product from beneath the basement floor, cores were drilled into the basement floor, with PVC pipe installed in the core holes. The core holes were then sealed with concrete; after the concrete had set, the PVC pipes were used to flush water under the pad in order to push the free product to the sump pump. The water and oil pushed to the sump was then recovered using a vacuum truck. A temporary oil/water separator was installed at the residence after the flushing event in order to collect the oil prior to its discharge to the ditch. Heavy rains in the area overwhelmed the capacity of the separators; as such, a water polishing system was set up in the basement, with the sump pump discharge directed into a container lined with petroleum absorbents. The “polished” water was then discharged from the residence into the sanitary sewer system. Excavation of the contaminated sediments in the drainage ditch is planned, contingent on soils in the area drying out to minimize damage to the ditch banks by the earth moving equipment. Petroleum absorbents are being maintained in the drainage ditch until the remediation activities are completed at the incident site.

**\*End of DNREC Report\***

## **SERC Meeting (cont.)**

### **Budget Recommendations**

Director Newnam presented the recommendations in the attached report.

### **HMEP Grant Report – Avery Dalton**

The annual budget was noted to be \$106,804.00. To date, very few invoices have been received, totaling less than \$15,000.00.

### **Hazmat Training Workshop Report – David Erwin**

Mr. Irwin noted that the Planning & Training Committee meeting minutes for the 11<sup>th</sup> Annual Hazmat Training Workshop listed the dates as May 4<sup>th</sup> and 5<sup>th</sup>. The correct dates are May 11<sup>th</sup> & 12<sup>th</sup>. There are 49 registered for Friday and 39 registered for Sat.

### **Old Business**

Nothing to Report

### **New Business**

Director Newnam presented the budget recommendations to the Commission. The SERC budget proposal was approved, Mr. Giles approved and Mr. Irwin seconded. All approved. It was noted there would be an increase in TIER II, which will be reflected in next budget.

Director Newnam said the Budget Committee also recommended the development of a handbook to be used by the LEPCs that would provide guidance on inspections and standardize procedures. The handbook was recommended as a referral to the SERC Planning & Training Committee without a vote taken because that would have made the handbook a requirement.

SERC Co Chairman Crofts noted the DAG Bob Phillips had to travel from New Castle through inclement weather to attend the meeting. She noted that the additional requirement of having a DAG attend the meeting was a relatedly recent requirement. She requested that Secretary Coupe review the need for having a DAG present. Director Schall said he would discuss this with the Secretary.

### **Closing**

Co-Chair - Marjorie Crofts announced that Chesapeake Utilities would be giving a presentation on their natural gas training trailer following meeting.

Ms. Crofts made motion to adjourn. Mr. Newnam approved. Mr. Irwin seconded. All approved. SERC Co Chairman Croft adjourned the meeting at approximately 9:21 a.m.

### **Presentation**

Chesapeake Utilities presented their training trailer in the DSFS bay. Approximately twenty SERC members attended the training.

The next SERC meeting will be June 13, 2018. Meeting notes were drafted by Avery Dalton and Patty Smenkowski. Meeting notes entered into the Statewide Public Calendar on March 13, 2018.

*SERC MINUTES CONCLUDE.\**